

**FILED**

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IN THE UNITED STATES DISTRICT COURT FOR THE  
WESTERN DISTRICT OF OKLAHOMA

ROBERT D. DENNIS, CLERK  
U.S. DIST. COURT, WESTERN DIST. OF OKLA.  
BY \_\_\_\_\_

IN RE: PLAN OF THE UNITED STATES  
DISTRICT COURT FOR THE WESTERN  
DISTRICT OF OKLAHOMA FOR THE IMPLEMENTATION  
OF THE CRIMINAL JUSTICE ACT, TITLE 18,  
UNITED STATES CODE, §3006A

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GENERAL ORDER REGARDING THE PLAN OF THE  
UNITED STATES DISTRICT COURT FOR THE WESTERN  
DISTRICT OF OKLAHOMA FOR THE IMPLEMENTATION  
OF THE CRIMINAL JUSTICE ACT, TITLE 18,  
UNITED STATES CODE, §3006A

(A) **Applicability.**

(1) Pursuant to the provisions of the Criminal Justice Act revised in 1984, Title 18, United States Code, §§ 3006A, et seq., (hereinafter "the Act"), the Judges of the United States District Court for the Western District of Oklahoma adopt the following amended Plan for the representation of any person otherwise financially unable to obtain adequate representation:

(a) who is charged with a felony, misdemeanor (other than a petty offense as defined in 18 U.S.C. § 19 unless the defendant faces the likelihood of loss of liberty), or with juvenile delinquency (see 18 U.S.C. § 5034), or with a violation of probation, or

(b) who is under arrest, when such representation is required by law, or

(c) who is in custody as a material witness, or seeking collateral relief, as provided in subsection (g) of the Act, or

(d) for whom the Sixth Amendment to the Constitution requires the appointment of counsel, or for whom, in a case in which he or she faces loss of liberty, any federal law requires the appointment of counsel, or

(e) who is entitled to appointment of counsel in parole proceedings, or

(f) who is the target of criminal charges, a grand jury witness, or eligible for pretrial diversion.

(2) Representation shall include counsel and investigative, expert, and other services necessary for an adequate defense.

**(B) Provision for Furnishing Counsel.**

(1) This Plan provides for the furnishing of legal services by a Federal Public Defender Organization [hereinafter "the Organization"], supervised by a Federal Public Defender, and serving the United States District Court for the Western District of Oklahoma. In addition, this Plan provides for the appointment and compensation of private counsel in a substantial proportion of cases. The term "private counsel" includes counsel furnished by a bar association or a legal aid agency, and a claim by such an organization for compensation will be approved on the same basis as in the case of the appointment of private counsel.

(2) The determination of whether a party entitled to representation will be represented by the Organization or by private counsel is within the discretion of the Court.

**(C) Federal Public Defender Organization.**

(1) The Court has determined that the use of a Federal Public Defender Organization, as defined in subsection (g)(2)(A) of the Act, serving this district will facilitate the representation of persons entitled to the appointment of counsel under the Act, and that the Western District of Oklahoma is one in which at least 200 persons annually require the appointment of counsel, as required by subsection (g)(1) of the Act, concerning the qualifications necessary to establish such an organization.

A Federal Public Defender Organization with offices in Oklahoma City, Oklahoma, has been properly established.

(2) The Organization shall operate pursuant to the provisions of subsection (g)(2)(A) of the Act, as well as the Guidelines for the Administration of the Criminal Justice Act, promulgated by the United States Judicial Conference pursuant to subsection (h) of the

Act.

(3) Neither the Federal Public Defender nor any appointed staff attorney may engage in the private practice of law.

(4) The Federal Public Defender shall submit to the Director of the Administrative Office of the United States Courts, at the time and in the form prescribed by the Director, reports of the organization's activities, its financial position and proposed budget.

(5) The Federal Public Defender shall furnish to this Court the initial roster of staff attorneys and shall report any changes thereto to this Court.

(6) In order to ensure the effective supervision and management of the Organization, the Federal Public Defender will be responsible for the assignment of cases among the staff attorneys in the Federal Public Defender office. Accordingly, the Court will assign cases in the name of the Federal Public Defender Organization rather than in the name of individual staff attorneys.

(7) The Organization will make such arrangements with federal, state, and local investigative and police agencies as will adequately assure that at the earliest practicable stage, persons arrested under circumstances where such representation is required by federal law may promptly have counsel furnished them by the organization.

**(D) Panel of Private Attorneys.**

**(1) Composition of Panel of Private Attorneys.**

(a) **Approval.** The Court shall establish a panel of private attorneys (hereinafter referred to as the "CJA Panel") who are eligible and willing to provide representation under the Act. The Court shall approve attorneys for membership on the Panel after receiving recommendations from the "Panel Selection Committee," established pursuant to this section. Members of the CJA Panel shall serve at the pleasure of the Court.

(b) **Size.** The Court shall fix, periodically, the size of the CJA Panel. The Panel shall be large enough to provide a

sufficient number of experienced attorneys to handle the Criminal Justice Act caseload, yet small enough so that Panel members will receive an adequate number of appointments to maintain their proficiency in federal criminal defense work, and thereby provide a high quality of representation.

(c) **Eligibility.** Attorneys who serve on the CJA Panel must be members in good standing of the federal bar of this district and have demonstrated experience in, and knowledge of, the Federal Rules of Criminal Procedure, the Federal Rules of Evidence, and the Sentencing Guidelines.

(d) **Application.** Application forms for membership on the CJA Panel shall be made available, upon request, by the Federal Public Defender. Completed applications shall be submitted to the Federal Public Defender, who will transmit the applications to the chairperson of the Panel Selection Committee. The Federal Public Defender shall provide the Chief Judge with a copy of the Panel applications for circulation among the Judges for review and comment. The Federal Public Defender shall communicate the comments of the Judges to the Panel Selection Committee.

(2) **Panel Selection Committee.**

(a) **Membership.** A Panel Selection Committee shall be established by the Court. The Committee shall consist of one Magistrate Judge, one attorney who is a member of the CJA Panel, and the Federal Public Defender. The Committee shall select its own chair.

(b) **Duties.**

(i) The Panel Selection Committee shall meet at least once a year to consider applications for vacancies. The Committee shall review the qualifications of applicants and recommend, for approval by the Court, those applicants best qualified to fill the vacancies.

(ii) Periodically, the Committee shall also review the operation and administration of the Panel over the preceding year, and recommend to the Court any changes deemed necessary or appropriate by the Committee regarding the appointment process and

**Panel management.**

(iii) The Committee shall also inquire annually as to the continued availability and willingness of each Panel member to accept appointments.

(iv) If, at any time during the course of a year, the number of vacancies due to resignation, removal, or incapacity significantly decreases the size of the Panel, the Committee shall solicit applications for the vacancies, convene a special meeting to review the qualifications of the applicants, and select prospective members for recommendation to the Court for approval.

(v) The Federal Public Defender shall prepare an annual report of the Panel activity during the preceding fiscal year. The report shall reflect the number of times each attorney was contacted for an appointment, the number of appointments accepted and the reason for the appointments refused. The annual report shall be provided to the Chief Judge for review and comment. The Panel Selection Committee shall determine if action is required regarding any of the Panel members.

**(3) CJA Training Panel.**

(a) The Panel Selection Committee may establish a "CJA Training Panel," consisting of attorneys who do not have the experience required for membership on the CJA Panel.

(b) Training Panel members may be assigned by the Court to assist members of the CJA Panel in a "second chair" capacity. Training Panel members are not eligible to receive appointments independently, and shall not be eligible to receive compensation for their services in assisting CJA Panel members.

(c) Prior service on the CJA Training Panel is not a requirement for membership on the CJA Panel, nor will service on the Training Panel guarantee admission of an attorney to the CJA Panel.

**(E) Selection for Appointment.**

(1) **Maintenance of List and Distribution of Appointments.** The Federal Public Defender shall maintain a current list of all

attorneys included on the CJA Panel, with current office addresses and telephone numbers, as well as a statement of qualifications and experience. The Federal Public Defender shall furnish a copy of this list to members of the Court. The Federal Public Defender shall also maintain a public record of assignments to private counsel, and, when appropriate, statistical data reflecting the proration of appointments between the Federal Public Defender Organization and private attorneys, according to the formula described in part (1) of section (D) of this Plan.

**(2) Method of Selection.**

(a) Appointments from the list of private attorneys should be made on a rotational basis, subject to the Court's discretion to make exceptions due to the nature and complexity of the case, an attorney's experience, and geographical considerations. This procedure should result in a balanced distribution of appointments and compensation among the members of the CJA Panel, and quality representation for each CJA defendant.

(b) Upon the determination of a need for the appointment of counsel, the Court shall notify the Federal Public Defender of the need for counsel and the nature of the case.

(c) The Federal Public Defender shall advise the Court as to the status of distribution of cases as between the Federal Public Defender Organization and the Panel of private attorneys. If the Court decides to appoint an attorney from the Panel, the Federal Public Defender shall determine the name of the next Panel member on the list who has handled, or assisted in, a case of equal or greater complexity than the case for which appointment of counsel is required, and who is available for appointment, and shall provide the name to the appointing Judge or Magistrate Judge.

(d) In the event an emergency arises on weekends, holidays, or other non-working hours of the office of the Federal Public Defender, the Court may appoint any attorney from the list. In all cases where members of the CJA Panel are appointed out of sequence, the Court shall notify the Federal Public Defender as to the name of the attorney appointed and the date of appointment.

**(F) Determination of Need for Counsel.**

**(1) Advice of Right, Financial Inquiry, Appointment Procedure.**

(a) In every criminal case in which a person is entitled to representation as provided in the preamble of this Plan and appears without counsel, the Court shall advise the person of the right to be represented by counsel and that counsel will be appointed if the person is financially unable to afford adequate representation. Unless the person waives representation by counsel in writing, the Court, if satisfied after appropriate inquiry that the person is financially unable to obtain counsel, shall appoint counsel to represent the person. If the need for the assistance of counsel is immediate and apparent, and the person states under oath that he or she is financially unable to obtain counsel, the inquiry may follow the person's request for appointment of counsel as soon thereafter as is practicable. All statements made by a person in requesting counsel or during the inquiry into eligibility shall be either by affidavit sworn to before the Court, a Court Clerk or Deputy, or a Notary Public, or under oath in open Court.

(b) In appointing counsel, the Court shall select the Organization or an attorney from the Panel of private attorneys approved by the Court, except in extraordinary circumstances where it becomes necessary to make another selection of a member of the Bar of this Court.

(c) The Court shall appoint separate counsel for persons having interests that cannot be represented by the same counsel or when other good cause is shown.

**(2) Continuity and Duration of Appointment.**

(a) A person for whom counsel is appointed shall be represented at every stage of the proceedings from initial appearance before the United States Magistrate Judge or District Judge through appeal, including ancillary matters appropriate to the proceedings.

(b) If a United States Magistrate Judge appoints counsel

to represent a person and the person is later before a District Judge in connection with the same charge, the same counsel shall appear to represent the person until the Judge makes an independent determination whether appointment of counsel in the proceedings is appropriate and, if so, who should be appointed.

(3) **Appeal.** In the event that a criminal defendant enters a plea of guilty or is convicted following trial, appointed counsel shall advise the defendant of the right of appeal and of the right to counsel on appeal. If requested to do so by the defendant in a criminal case, counsel shall file a timely Notice of Appeal. Counsel's duties include: (a) arranging for timely transmission of the record on appeal as provided by Fed. R. App. P. 10 and 11, and 10th Cir. Rules 10.1, 10.2 and 10.3; (b) filing a docketing statement in accordance with Tenth Circuit Rule 3.4; (c) if requested, filing a memorandum opposing summary disposition. Counsel's appointment remains in full force and effect until relieved of duty by order of the district court or the court of appeals.

(4) **Partial Payment or Reimbursement.**

(a) If at any time after appointment of counsel the Court finds that the person is financially able to obtain counsel or to make partial payment for the representation, or that funds are available for payment from or on behalf of a person furnished representation, the Court may terminate the appointment of counsel or authorize payment as provided in subsection (f) of the Act, as the interests of justice may dictate.

(b) If at any time after appointment, counsel obtains information from a non-privileged source that a client is financially able to make payment, in whole or in part, for legal or other services in connection with the representation, counsel shall advise the Court. The Court may permit assigned counsel to continue to represent the party with part or all of the cost of representation defrayed by such party. In such event, the amount so paid or payable by the party shall be considered by the Court in determining the total compensation to be allowed to such attorney.



No appointed counsel may require, request, or accept any payment or promise of payment for representing a party, unless such payment is approved by order of the Court.

(c) If at any stage of the proceedings, including an appeal, the Court finds that the party is financially unable to pay retained counsel, the Court may appoint counsel as provided in the Act, and authorize such payment as therein provided, as the interests of justice may dictate.

(d) The Court, in the interests of justice, may substitute one appointed counsel for another at any stage of the proceedings.

(5) **Discretionary Representations.** Any person in custody as a material witness, or seeking relief under 28 U.S.C. §§ 2241, 2254, or 2255, or 18 U.S.C. § 4245, may be furnished representation pursuant to this Plan whenever the Court determines that the interests of justice so require and that such person is financially unable to afford adequate representation. Such appointments are discretionary pursuant to subsection (g) of the Act, and payment for such representation shall be in accordance with the provisions of the Act and this Plan.

**(G) Investigative, Expert, and Other Services.**

**(1) Upon Request.**

(a) Counsel for a party who is financially unable to obtain investigative, expert, or other services necessary for adequate representation may request such services in an ex parte application before the Court. Upon finding, after appropriate inquiry in such ex parte proceedings, that the services are necessary and that the person is financially unable to obtain them, the Court shall authorize counsel to obtain the services.

(b) The maximum which may be paid to a person or organization for services so authorized shall not exceed \$1000 exclusive of reimbursement for expenses reasonably incurred, unless payment in excess of that limit is certified by the Court as necessary to provide fair compensation for services of an unusual

character or duration, and the amount of the excess payment is approved by the Chief Judge of the Court of Appeals for the Tenth Circuit.

(2) **Without Prior Request.** Counsel appointed under the Act may obtain, subject to later review, investigative, expert, or other services without prior authorization, if necessary, for adequate representation. However, the total cost for services obtained without prior authorization may not exceed a maximum of \$300 and expenses reasonably incurred, for each person or organization providing the services. This \$300 limit may be waived, however, if the Court finds, in the interest of justice, that timely procurement of necessary services could not await prior authorization. Counsel may request ratification for investigative, expert, or other services within the \$300 limit by submitting an application for ex parte review by the Court.

(3) **Ex Parte Applications.** Ex parte applications for services other than counsel shall be heard in camera, and shall not be revealed without the consent of the person represented. The application shall be placed under seal until the final disposition of the case in the trial Court, subject to further order of the Court.

(4) **Claims.** Claims for compensation of persons providing investigative, expert, and other services under the Act shall be submitted on the appropriate CJA form to the Court. The Court Clerk, or the Clerk's designee, shall review the claim form for mathematical and technical accuracy and for conformity with the Guidelines for the Administration of the Criminal Justice Act, (Volume VII, Guide to Judiciary Policies and Procedures), and, if correct, shall forward the claim for the Court's consideration.

(5) **Federal Public Defender Organization.** The Federal Public Defender Organization may obtain investigative, expert, or other services without regard to the requirements and limitations of this section, provided that total expenditures of the organization for investigative, expert, and other services do not exceed its budget authorization for these specific categories.

**(H) Payment for Representation by Private Counsel.**

(1) **Hourly Rates.** Any private attorney appointed under this Plan shall, at the conclusion of the representation or any segment thereof, be compensated at a rate not exceeding \$65 per hour for time expended in Court, and \$45 per hour for time reasonably expended out of Court. Such attorney shall be reimbursed for expenses reasonably incurred, including the costs of transcripts authorized by the Court.

(2) **Maximum Amounts.**

(a) The compensation to be paid to a private attorney appointed under this Plan shall not exceed \$3,500 for each attorney in a case in which one or more felonies are charged, and \$1,000 for each attorney in a case in which only misdemeanors are charged.

(b) For representation in connection with a post-trial motion made after entry of judgment, a probation revocation proceeding, a parole proceeding, or for discretionary appointments as provided in subsection (a)(2) of the Act, the compensation shall not exceed \$750 for each attorney in each proceeding in each Court.

(3) **Waiving Maximum Amounts.** Payment in excess of any maximum amount provided in the previous paragraph may be made for extended or complex representation whenever the Court certifies that the amount of the excess payment is necessary to provide fair compensation and the payment is approved by the Chief Judge of the Court of Appeals for the Tenth Circuit.

(4) **Death Penalty Representation.** The hourly rates and maxima established for regular felony prosecutions are inapposite in cases involving the imposition of the death penalty. The hourly rates shall be set by the Court commensurate with the current recommendations of the Judicial Conference of the United States. Claims shall be submitted on the forms provided by the Administrative Office of the United States Court for use in death penalty cases, at the intervals recommended by the Administrative Office.

(5) **Filing Claims.**

(a) Claims for compensation shall be submitted, on the

appropriate CJA form, to the office of the Federal Public Defender. The Federal Public Defender shall review the claim form for mathematical and technical accuracy, and for conformity with the Guidelines for the Administration of the Criminal Justice Act, (Volume VII, Guide to Judiciary Policies and Procedures) and, if correct, shall forward the claim form for the consideration and action of the Court.

(b) In cases where representation is furnished other than before the Court, the Court shall fix the compensation and reimbursement to be paid.

(c) Vouchers shall be submitted at the conclusion of each stage in the proceedings, in accordance with the CJA forms. The Court may authorize periodic payments at intervals within the separate stages of the proceedings, on a schedule to be determined by the Court.

(d) All vouchers shall be submitted within forty-five (45) days after the representation is concluded. Any voucher submitted more than forty-five days after the case is concluded shall be accompanied by a letter demonstrating good cause for the delay. The voucher and any accompanying explanation will be submitted for the consideration of the judicial officer presiding over the case. Vouchers should receive disposition by the Court within thirty days after submission.

(e) In cases where the amount of compensation and reimbursement approved by the reviewing judicial officer is less than was requested by appointed counsel, the judicial officer should notify appointed counsel that the claim has been reduced, and provide an explanation for the reasons for the reduction.

**(I) Miscellaneous.**

(1) **Forms.** Where standard forms have been approved by the Judicial Conference of the United States or an appropriate committee thereof, and have been distributed by the Administrative Office, such forms shall be used by the Court, the Clerk, the Federal Public Defender Organization, and counsel.

(2) Guidelines for the Administration of the Criminal Justice Act. The Court, Clerk of the Court, Federal Public Defender Organization, and private attorneys appointed under the Act and this Plan, shall comply with the provisions of the Judicial Conference's Guidelines for the Administration of the Criminal Justice Act, (Volume VII, Guide to the Judiciary Policies and Procedures).

**ADDENDUM TO THE PLAN  
FOR THE IMPLEMENTATION OF  
THE CRIMINAL JUSTICE ACT**

**REPRESENTATION IN FEDERAL HABEAS CORPUS PROCEEDINGS  
OF STATE INMATES UNDER SENTENCES OF DEATH**

**(A) Applicability.**

(1) The Plan for the Implementation of the Criminal Justice Act for the Western District of Oklahoma (as amended) is hereby further amended to provide for the designation of the Oklahoma Appellate Public Defender System as a Community Defender Organization in accordance with subsection (g)(2)(B) of the Act, subject to the conditions set forth below:

(2) The Oklahoma Indigent Defense System [hereinafter referred to as OIDS] is authorized by this Plan to provide representation, assistance, information, and other related services to eligible persons and appointed attorneys in connection with federal death penalty habeas corpus cases pursuant to subsection (g)(2)(B) of the Act. As provided in the Criminal Justice Act Plans for the Northern and Eastern Districts of Oklahoma, OIDS also may provide such services in those courts. The governing laws of OIDS are incorporated as part of the Plan, and a copy of these laws shall be maintained by the Clerk of the Court.

(3) The provisions of the Plan shall remain in effect except to the extent that they are inconsistent with the provisions of this addendum, in which case the provisions of the addendum shall govern.

**(B) Operation of OIDS as Community Defender.**

(1) OIDS shall operate pursuant to the provisions of subsection (g)(2)(B) of the Act, the terms and conditions of the sustaining grant approved by the Judicial Conference of the United States, and the Guidelines for the Administration of the Criminal Justice Act, (Volume VII, Guide to Judiciary Policies and Procedures), promulgated by the Judicial Conference of the United

States pursuant to subsection (h) of the Act.

(2) OIDS shall submit to the Judicial Conference of the United States an annual report setting forth its activities and financial position and the anticipated caseload and expenses for the next fiscal year.

(3) OIDS shall furnish to this court the initial roster of staff attorneys and shall report any changes thereto to the court.

**(C) Purpose of OIDS.**

(1) The goal of OIDS will be to assist the court in ensuring that adequate representation is provided to persons under death sentence who seek federal habeas corpus relief. Toward that end OIDS will perform the following functions:

(a) OIDS shall monitor all capital litigation in the State of Oklahoma.

(b) OIDS shall screen and recruit qualified members of the private bar who are willing to provide representation in death penalty post-conviction proceedings in federal court and submit a list of such attorneys to the court for approval as a "Special Death Penalty Habeas Corpus Panel."

(c) In each federal death penalty habeas corpus case in which the court has determined that counsel shall be appointed, OIDS shall provide to the court the name of the next available member of the "Special Death Penalty Habeas Corpus Panel." In cases where the interest of justice requires the appointment of more than one attorney, OIDS shall furnish the name of two attorneys.

(d) OIDS shall be authorized to serve as counsel of record, and shall recommend to the court those cases in which its appointment as counsel of record is appropriate.

(e) Upon the request, pursuant to subsection (e) of the Act and paragraph 3.16 of the Guidelines for the Administration of the Criminal Justice Act, of appointed or pro bono counsel in a federal habeas corpus death penalty case, OIDS shall provide consulting services in such areas as, but not limited to, records

completion, exhaustion of state remedies, identification of issues, review of draft pleadings and briefs.

(f) OIDS will coordinate resources with other state and national organizations providing legal assistance to death-sentenced inmates.

(g) OIDS will maintain a brief bank and clearinghouse of materials to assist lawyers in death penalty habeas corpus cases in federal courts.

(h) OIDS will perform such other tasks as may be necessary to ensure that adequate representation is provided to financially eligible persons in federal death penalty habeas corpus proceedings.

**(D) Assignment of Cases.**

In order to ensure the effective supervision and management of OIDS, the deputy appellate public defender in charge of the Capital Post Conviction Unit of OIDS will be responsible for the assignment of cases (both as counsel of record and as consultant) among the staff attorneys in capital post conviction unit of OIDS. Accordingly, the court will assign cases in the name of the designated deputy appellate public defender rather than in the name of individual staff attorneys.

**(E) Investigative and Other Expert Services.**

OIDS may obtain investigative, expert, or other services without regard to the requirements or limitations set forth in the Plan, with respect to procurement of such services by panel attorneys, provided that total expenditures of the organization for investigative, expert, and other services do not exceed its grant authorization for these specific categories.

**(F) Functioning of Addendum in Event of Funding Lapse**

(1) This Addendum shall remain effective so long as funding is provided by the United States Congress to accomplish the duties and the responsibilities described in this Addendum.



(2) In the event of a lapse in funding which results in the cessation of these services by the Capital Post Conviction Unit of the Oklahoma Indigent Defense System, the Federal Public Defender Organization for the Western District of Oklahoma shall be responsible for the following functions:

(a) The Federal Public Defender shall be authorized to serve as counsel of record, and shall recommend to the court those cases in which its appointment as counsel of record is appropriate. The authority to accept appointments shall extend to cases in all three Federal districts within the State of Oklahoma;

(b) In each federal death penalty habeas corpus case in which the court has determined that counsel shall be appointed, the Federal Public Defender shall provide to the court the name of the next available member of the "Special Death Penalty Habeas Corpus Panel." In cases where the interest of justice requires the appointment of more than one attorney, the Defender shall furnish the name of two attorneys;

(c) The Federal Public Defender shall screen and recruit qualified members of the private bar who are willing to provide representation in death penalty post-conviction proceedings in federal court and submit a list of such attorneys to the court for approval as a "Special Death Penalty Habeas Corpus Panel".

(3) In addition, the Federal Public Defender shall perform the following duties with regard to claims submitted by private counsel appointed pursuant the Act.

(a) Claims for compensation shall be submitted, on the appropriate CJA form, to the office of the Federal Public Defender. The Federal Public Defender shall review the claim form for mathematical and technical accuracy, and for conformity with the Guidelines for the Administration of the Criminal Justice Act, (Volume VII, Guide to Judiciary Policies and Procedures) and, if correct, shall forward the claim form for the consideration and action of the Court.

(b) In cases where representation is furnished other than before the Court, the Court shall fix the compensation and

reimbursement to be paid.

(c) Vouchers shall be submitted at the conclusion of each stage in the proceedings, in accordance with the CJA forms. The Court may authorize periodic payments at intervals within the separate stages of the proceedings, on a schedule to be determined by the Court.

(d) All vouchers shall be submitted within forty-five (45) days after the representation is concluded. Any voucher submitted more than forty-five days after the case is concluded shall be accompanied by a letter demonstrating good cause for the delay. The voucher and any accompanying explanation will be submitted for the consideration of the judicial officer presiding over the case. Vouchers should receive disposition by the Court within thirty days after submission.

(e) In cases where the amount of compensation and reimbursement approved by the reviewing judicial officer is less than was requested by appointed counsel, the judicial officer should notify appointed counsel that the claim has been reduced, and provide an explanation for the reasons for the reduction.